

**CITY OF FLAGSTAFF
MANAGEMENT SERVICES – PURCHASING DIVISION
211 WEST ASPEN AVENUE, FLAGSTAFF, ARIZONA 86001
(928) 213-2206 / FAX (928) 213-2209**

**NOTICE OF INVITATION FOR REQUEST FOR PROPOSALS
ONLINE DISPLAY ADVERTISING AND PAY PER CLICK (PPC) CAMPAIGN
MANAGEMENT
PROPOSAL NUMBER 2013-46**

Sealed proposals will be received at the Purchasing Division located at City Hall, 211 West Aspen Avenue, Flagstaff, Arizona, 86001 until **3:00 PM on June 11, 2013** from qualified Proposers to provide Online Display Advertising and Pay Per Click (PPC) Campaign Management Services. Late proposals will not be considered. Proposers interested in submitting proposals shall provide a proposal response in accordance with the scope of work/specifications described in the proposal.

Proposers are strongly encouraged to attend the pre-proposal meeting prior to submitting their proposal. The pre-proposal meeting will occur on **May 30, 2013 at 11:00 AM** at City Hall, second floor Finance Conference Room. The Proposer shall be responsible for examining the specifications and to have carefully examined the all of the RFP documents, including the sample contract and to have satisfied themselves as to the conditions under which the work is to be performed before submitting a proposal and entering into the Contract.

Proposals can be obtained from the Purchasing Division by one of the following methods:

1. Via email (Adobe Acrobat format) by emailing Amy Hagin at: ahagin@flagstaffaz.gov
2. Via Internet by accessing the City of Flagstaff website address: www.flagstaff.az.gov/bids.asp
3. In person by coming to the Purchasing Office located at City Hall, 211 West Aspen Avenue, Flagstaff, Arizona.
4. By telephone, and requesting a proposal packet be mailed to you.

Questions or additional information may be obtained from the Purchasing Office, located at 211 West Aspen Avenue, Flagstaff, Arizona 86001, phone (928) 213-2206.

The contract will be awarded to the responsible Offeror(s) whose proposal is responsive to the Request for Proposals and it is determined in writing to be the most advantageous to the City taking into consideration the evaluation factors set forth in the Request for Proposals. Responsible factors to be considered may include, but are not limited to, the Proposer's past performance on other contracts, and matters set forth in City of Flagstaff Ordinance No. 1945. The award may be made to other than the lowest price proposal.

The City of Flagstaff retains the right to reject any or all proposals received and waive minor technicalities when it is deemed to be in the City's best interest.